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MEMORANDUM FOR: General Counsel
Comptroller

Document No. <i>202</i>	Director of Communications
No Change in Class. <input checked="" type="checkbox"/>	Director of Logistics
<input type="checkbox"/> Declassified	Director of Personnel
Class. Changed to: TS S C <i>1989</i>	Director of Security
Next Review Date:	Director of Training
Auth.: HR 70-3 <i>8 JAN 1979</i>	Chief, Audit Staff
Date:	Chief, Commercial Staff
By <i>DL</i>	Chief, Management Staff
	Chief, Medical Staff
	Special Support Assistant to the DD/S
	Chief, Project Administrative Planning Staff

SUBJECT : Procedure for Processing Regulatory Material

1. I am convinced that we must take immediate steps to tighten up our checks and controls over the preparation, coordination, and issuance of regulatory material. Recently there have been instances where a proposed regulation has been withdrawn - evidently because it developed there was no need for the regulation in the first place. There have been other instances where, on the basis of comments received, a proposed issuance was revised to such an extent as to invalidate the original proposal. Furthermore, material is being prepared in the form of proposed regulations which should be sent out in handbook form.

2. As a result of all this we have been subjected to quite a lot of justifiable criticism. I recognize that regulations will always be a source of criticism, some of it justified and some of it unjustified. I also recognize that the problem of getting regulations out is time consuming and fraught with many obstacles. However, the fact that it is a complicated problem makes it all the more important that our control system must be a sound and workable one. With this in mind, the following procedures are prescribed for the processing of regulatory material in the Support Services:

a. The Assistant Deputy Director (Support) is designated as the initial screening point for all proposed regulatory material.

b. When any office or staff desires to issue a new regulation, handbook, or notice, or revise an existing one, a draft of the proposed issuance will be forwarded to the Assistant Deputy Director (Support), accompanied by a memorandum signed by the Office Head or Staff Chief setting forth the following:

CONFIDENTIAL

(1) Description:

A description of the proposed issuance and an indication as to what it is designed to accomplish. In the case of a revision, clearly identify the changes and the reasons therefor.

(2) Origin:

A statement giving the origin of the proposed issuance - whether at the initiative of the originating office or at the request of some other Agency element.

(3) Justification:

A brief statement which sets forth clearly the need for the proposed regulation. If the submission of data or reports is required, indicate how and for what purpose the information will be used.

(4) Scope of Interest:

An indication as to whether the proposed issuance is of general interest and application throughout the Agency or limited to a particular group of employees or only a few organizational units.

c. If, after review of the draft and the supporting memorandum, a determination is made that the proposed issuance is necessary and in generally satisfactory form, the ADM/S will authorize appropriate coordination by the originating office within the Support Services.

d. After obtaining the concurrences of interested offices in the Support Services, the proposed issuance will then be submitted to the ADM/S for approval for the Regulations Central Staff to coordinate with HM/P, HM/X, and the Inspector General. If concurrences are received without change or comment, the Regulations Central Staff will prepare the publication for final approval and authentication.

e. If non-concurrences or comments are received from HM/P, HM/X, or the Inspector General, which appear to require revision and re-coordination of the proposed issuance, such comments will be consolidated by the Regulations Central Staff and forwarded to the ADM/S for review and discussion with the originating and concurring offices. If it is determined that the issuance needs to be revised and re-coordinated, the originating office will prepare a revised draft incorporating the required changes and re-submit it to the Assistant Deputy Director (Support) for approval for re-coordination.

